LIBRARY MANUAL

AND

BOOK LIST

FOR

The High Schools of Montana



Issued by

The State Department of Public Instruction

Helena, Montana

1932





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FOREWORD

Definite recognition is given to the library as a necessary part of the organization and equipment of a modern school system. The library should be the heart around which the curriculum is centered. Many secondary school systems in Montana, at present, are not equipped with satisfactory libraries. With the above points in mind this library manual, with book list, is presented with the hope that it may be of some assistance to those in charge of secondary education to build up more satisfactory library facilities for the high schools of Montana.

ELIZABETH IRELAND,
Superintendent of Public Instruction

ACKNOWLEDGMENT

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ELIZABETH IRELAND,
Superintendent of Public Instruction.

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## LIBRARY MANUAL

#### PART ONE—INTRODUCTION

#### General Statement

A good library is an essential factor in every modern high school. In fact, it is the heart about which the school system should be centered. The library should be a laboratory for all the fields of the curriculum and particularly for the academic subjects. The whole field of secondary education has changed so vitally during the past few years that modern teaching practice has made greater demands upon the school library. With the addition of new subjects to the curriculum; with the new classroom procedures, the laboratory method including directed study, the problem-project method, and the various forms of socialized recitation; and with the widely varying characteristics of the student body, the secondary school has had to broaden its vision and change its aim and purpose to meet the new needs. These fundamentally changed conditions are making greater and greater demands upon the library.

To the public it is axiomatic that athletics and physical education cannot be carried on successfully without gymnasiums, athletic fields, coaches, and directors. It is universally understood that the natural sciences, and the manual and household arts require laboratories with specially prepared and appropriate equipment. It is never questioned when the music department calls for instruments, special rooms, and trained instructors. The Smith-Hughes work upon its first appearance in the curriculum was given immediate privilege to embark on field trips and to carry out projects partly financed by federal and state aid. No such general opinion of need for special equipment is accorded the language arts and social studies, including citizenship, vocational guidance, and kindred subjects. These last named subjects, while they are taught by well-trained instructors, are still, in many school systems, the "step children" of the curriculum when considered in the light of any special equipment and library facilities to carry on the work. In too many high schools the library consists of a mongrel collection of books secured in various ways (donations, inheritance, occasional purchase), stacked in a hallway, storeroom, principal's office, or in a corner of a study room, and in charge of no one in particular.

#### A. Standards Required for Accrediting

While up to the present, the State Board of Education has prescribed but very broad provisions in regard to libraries, to which the high schools of Montana must subscribe to be accredited, nevertheless it is recommended by the State Department of Public Instruction that all high schools should be making every effort possible to meet the standards for libraries as set forth by the North Central Association of Colleges and Secondary Schools at its 1931 meeting.

The Commission of the North Central Association recommends the following provisions for library maintenance:

#### 1. Personnel

- a. Schools of 1,000 or more pupils, at least one full-time librarian who is professionally trained and holds a bachelor's degree or its equivalent
- b. Schools of less than 1,000 pupils, part-time teacher-librarian with technical library training
- c. Proper allowance for library aid

#### 2. Books and periodicals

a. Catalogued library of 800 live books chosen so as to serve school needs

- b. About 15 periodicals chosen to serve the school needs
- c. Proper allowance to be made for public library aid

#### 3. Budget

a. At least \$200 per year for books and periodicals

b. At least 75 cents per pupil, according to local conditions

#### B. General Objectives to be Attained

1. To enrich the school curriculum by providing library service for pupil and teacher

2. To acquire and organize library material for school service

3. To give instruction in the independent use of libraries and of books as tools

4. To share with other departments of the school responsibility for fruitful social training
5. To foster informational reading as a life habit
6. To encourage the habit of reading for pleasure
7. To develop the library habit

Adapted from The Library in the School by Lucile Fargo.

The objectives quoted above point out the importance of the library in the modern high school. The school must have a library that contains the books and pamphlets necessary to cover the various fields included in the curriculum. The library must be properly housed and organized and it must have a librarian in charge who knows what material the library contains and where to find desired information. No longer is it sufficient to have a set of textbooks and depend on them for all instruction in a given course. The textbook is the basic implement but it must be supplemented by much reading material provided by the library.

#### PART TWO—ORGANIZATION AND ADMINISTRATION

#### General Statement

A few fundamental instructions for organizing and administering a school library are herein offered. Some standards are quoted that will be of assistance in judging a school library.

#### A. Librarian

The librarian should have special preparation for her work. Courses in library administration are now offered in many colleges, universities, and normal schools. Short courses in library practice are also offered in many summer sessions of the higher educational institutions. It is not too much to require the full-time librarian to be professionally trained for her work and to hold a bachelor's degree from a fully accredited higher institution. The part-time teacher-librarian should also have technical library training for her duties. Where possible it is recommended, in addition, that the full-time and part-time librarian should have had actual library experience in library work with young people in a library of standing.

The librarian in the high school should combine the good qualities of both the librarian and the teacher. A wide knowledge of books, ability to organize library materials for efficient service, and successful experience in reference work should be demanded of every librarian. The personality of the librarian is an outstanding factor. Enthusiasm and power to teach and inspire are as essential in the high school librarian as in the classroom teacher.

The librarian is the director of reference and research work. One of the important objectives for the librarian is that of "Fostering informational reading as a life habit, to encourage the habit of reading for pleasure, and to develop the library itself.'

#### 1. The librarian in larger schools

It is recommended, where possible, that every high school with an enrollment of two hundred and fifty or more pupils should have a full-time librarian. It is recommended that the library in such schools be open the entire day on school days and, if possible, on Saturdays. If it can be open an hour or two in the evening on school days, it will be possible to render a still greater service. In schools in which the library is kept open on Saturday and in the evening it will perhaps be necessary to employ an assistant librarian at least part of the time.

#### 2. The librarian in smaller schools

In smaller high schools it is necessary in most cases to have a part-time librarian. Usually a teacher and not a pupil should be assigned to this duty. The service of the library is nearly always unsatisfactory when its management is in the hands of a pupil. The English teacher is likely to be the best qualified person to have charge of the library. The teacher required to perform the duties of librarian should not, however, be required to teach as many classes as other teachers. If she renders satisfactory service in the library she will need to give to it not only several hours of in the library she will need to give to it not only several hours of the regular school day, but time before and after school when other teachers are not required to be on duty. She should have the sympathetic and intelligent cooperation of every other teacher in order that her duties may not be too difficult and exacting.

#### B. Use of the Library

Ideally; students should have free access to the school library at all times, to look up questions requiring outside reading; to obtain supplementary material for the study of assigned problems; to broaden their experience by the reading of biography, history, general books on science, etc., in connection with school subjects, and to provide for recreational reading. The library must provide for all these needs and in doing so it will lay a foundation for the development of taste for good reading. Books alone are not sufficient. The personal guidance of the teacher, the librarian, and the interest of the entire teaching staff are necessary.

#### C. Building Up the Library Collection

#### 1. What to buy

In building up the collection the book list included in this manual should be used as the basis for selection, the titles already in the library should be checked and subjects which are poorly covered should be noted. Supplementary lists of later titles to be purchased as the need arises will be helpful. If finances will admit it would be well to subscribe for the Booklist endorsed by the National Educational Association. The subscription to the booklist, published by the American Library Association, 78 East Washington Street, Chicago, is \$2.00 per year.

#### What the "Booklist" does

"For Librarians: It sums up the library opinion of new books. It gives accurate information needed in ordering books and it makes cataloging easy. It lists government documents for small libraries and notes other pamphlet materials. It gives careful comparisons of new editions as they appear. The file is invaluable reference material in compiling special lists. It is made from the work of many librarians so that it presents a concensus and not an individual opinion.

For High Schools: It gives teachers an acquaintance with the general list of new books and with the books representing their own special fields of interest. It emphasizes books useful in high school work for teachers and students.

For General Readers: It tells just what books are being published, how much they cost, and just what makes them worth reading."

Caution to librarians: Do not take the publisher's advertisement or the average book review as authority or depend on individual judgment when a nation-wide verdict is at your service.

#### a. Editions

Ordinarily, it is best to buy the edition listed in this manual, chosen as the best book available at a reasonable price. Good print, clear paper, and attractive appearance help in making classics popular. When possible, it would be well to buy a few of the beautifully illustrated editions for use in the school. The purchaser should be sure to get the latest editions of scientific books, encyclopedias, and other reference books.

#### b. The order

The author, title, publisher, and price of each book to be purchased should be noted. The books should then be alphabetized by author and a typewritten list made in duplicate. Using wide margins and double spacing would help the dealer and reduce troublesome errors to a minimum. The sheet is handled many times by the dealer; it is checked and double checked in the margin. The duplicate order sheets should be kept and when the purchase is received the books and bill should be carefully checked from the duplicate order sheet.

#### 2. Free and inexpensive material

The book material may be supplemented by using the best of the pamphlets that come to the librarian's desk from the federal and state departments, reliable publishing companies, and other agencies issuing authentic information. Senators, Congressmen, Heads of State and Federal Departments should be asked to keep the name of the High School on their mailing list for valuable free material. It would be well to write the proper department or bureau at Washington for free United States publications. The Montana State College at Bozeman sends out valuable pamphlets, free. A document should not be kept simply because it is free nor after a later volume supersedes it. The librarian should be just as critical of the free pamphlet material as she is of books. A good rule to follow is not to put into this collection anything one would not be willing to buy.

#### D. Size of the Library

The number of books in the library is not always a true measure of its efficiency. Its efficiency is rather in the degree to which it supplies the demands of teacher and pupils for material needed in the various fields covered by the curriculum. The library should be kept balanced. All departments should be equally well-represented. Miscellaneous gifts should be closely scrutinized and only such books as will add to the efficiency of the collection should be accepted. University textbooks and adult fiction should be excluded. All books retained on the open shelves must be justified by their practical value for the work to be done in the school. Books in great demand should be supplied in numbers so that all pupils may have access to them.

The public library will function in some fields, but the location of the public library with reference to the school has a vital bearing on its function. A public library a mile from the school will not be of as much use as one located in the same block. A definite sum should be provided in the annual school budget for the upkeep and growth of the library. The Introduction gives the recommendations of the North Central Association in regard to the minimum

requirements for libraries. For convenience the part of the recommendations relating to number of books, periodicals, and amount to be budgeted per capita is here given again and is as follows:

- 1. Catalogued library of 800 live books chosen so as to serve school needs
- 2. About 15 periodicals chosen to serve the school needs
- 3. At least \$200 per year for books and periodicals
- 4. At least 75 cents per pupil, according to local conditions

A catalogued library of 800 live books, as a minimum, chosen so as to serve the needs of the school should not include duplicate copies and should show a well-balanced distribution pertaining to social science, natural science, useful arts, fine arts, literature, history, and religion.

Since the 800 live volumes is the minimum, the number of volumes of fiction included in the 800 should be limited. In some high schools the fiction will be available at the public library; however, if a public library be not accessible, if it be at all possible, it is almost imperative that the fiction in this manual, including the short story collection (225 titles in all) be in every high school library. In such high schools the 225 volumes of fiction including the short story collection are in addition to the 800 live volumes recommended by North Central Association.

The amount spent for periodical literature will depend on the size of the school and on the availability of magazines in the local public library. Current events cannot be taught without the weekly publications. The history classes should have access to one or more of the current history magazines. Science classes will need at least one of the science magazines. Magazines should be used in the English classes, since some of the very best of the modern literature appears in these publications. The school should develop a love for the best in fiction, and thus lead the boy and girl away from modern magazine trash. One magazine in each of the fields mentioned will mean a total expenditure of from \$12.00 to \$15.00. This may be considered a minimum. Schools may spend from 10% to 15% of the library budget for magazines. The Reader's Guide to Periodical Literature should be available and only magazines that are indexed in the guide should be ordered.

#### E. Library Room and Equipment

#### 1. Library room

Library books should be accessible to students at all times during the school day. This may be made possible in a very small school only by shelving all books in the study hall. Under proper supervision, a separate room is much more desirable. It should be centrally located, near the study hall and, if practicable, connected with the study hall by a door. The reading room should be provided with facilities for seating at least 10 per cent of the daily attendance. An area of 25 square feet per reader is necessary; 400 square feet may be taken as a minimum sized room.

#### 2. Lighting

The library should be the best lighted room in the building. It should also be equipped with high-powered lights suspended from the ceiling, for use on dark days.

#### 3. Shelving

Plain wooden bookshelves without doors should line all available wall space. Uprights between shelves must be solid. The usual

height for shelving is approximately seven feet, which allows for seven shelf spaces. Each section or space between uprights should be 36 inches. A space of 10 inches in the clear should be allowed between shelves. The base should be from four to six inches in height, and the top two to four inches. The depth of the shelf is usually eight inches, excepting for some reference books, where nine to ten inches are necessary.

#### 4. Periodical racks

The usual dimensions of periodical racks are 5 feet high, 3 feet wide, and 1 foot 8 inches deep.

5. Bulletin board and storage space

Hinged bulletin boards may cover a portion of a section of shelving and the space behind the bulletin board may serve for storage for new books in process of preparation, books to be sent to the bindery mending material, supplies, etc. The larger library will need a workroom.

#### 6. Furniture

The library room should be equipped with sufficient 3 x 5 ft. tables, 30 inches high, to seat 10 per cent of the pupils in the school. The tables should be placed in rows five feet apart so pupils will have ample space for passing between tables. Light but durable chairs with wooden seats of the saddle type and box framing are desirable. Rubber tips should be provided on the chair legs to avoid noise in moving the chairs about. The librarian's desk will depend on the size of the room. A small library may use a flat-top rectangular desk for both charging and reference work. Battleship linoleum provides a good floor covering and adds to quietness so necessary in a study room.

#### F. Teaching the Use of the Library

Instruction in the use of the library should be a regular part of the curriculum, either as a course in itself or as a part of the English work. Teachers of other subjects calling for reference work should bring their classes to the library for special instructions, since all reference material cannot be covered in the regular class work and since the instruction is much more profitable when closely linked with the related subject. It is advisable that the pupils should become acquainted with the library and the use of the general reference books very early in their first year. It is also desirable that lessons in the more specialized work follow throughout the four years. Whatever instruction is given should be definite and accompanied by practical demonstrations. It should be followed by problems to be worked out individually and should be carried into the everyday handling of books. The use of Reader's Guide to Periodical Literature must be fully understood so that students may know how to locate articles and so be able to make full use of periodical literature. See 020, Library Economy, for books on library management.

#### G. Preparing Books for the Shelf

#### 1. Accession record

The accession record is a consecutively numbered list of all bound volumes in the library in the order in which they are received. Each book has a separate line and a separate accession number. The simplest loose-leaf accession book sold by the library supply houses should be used. The accession book should have space for the publication, source, cost, and classification. Every volume of a set and every copy will have its own accession number and line. Never skip a line and never use the same accession number a second time.

#### 2. Classification

Classification brings together on the shelves books on the same or kindred subjects. The Abridged Dewey Decimal System has been used in the book list with a few modifications to make it conform to the most recent practice in high school library lists. The following modifications were used:
Reference—All reference books should be placed on a separate

shelf and marked with "R" on the back.

Literature—English and American literature may be combined under 820 and sub-divisions. Libraries already using both 810 and 820 may continue to use that classification. In any event, the classification should be consistent.

Guidance-Vocational guidance has become so important as a

curriculum subject that it has been placed under 374.1.

Biography—920 should be used for all collective biographies (lives of several persons in one volume), and 921 for individual biography. Under 921, the name of the person about whom the book is written may be used instead of the author's name. In this way all the literature about the person will be collected in one place on the shelf.

Fiction—Fiction should not be classified. All fiction should be

arranged alphabetically by author.

#### 3. Shelf list

The shelf list is a card record consisting of one card for each title. This shelf list is arranged in the same order as the books are arranged on the shelves: by classes and alphabetically by author in each class. It shows by classes what books the library has and how many copies of each. Standard cards are 3x5 inches in size and are punched for round rods. Shelf list cards should be written or typed as follows: Class number in upper left hand corner, with author's initials immediately below the class number; author's surname on first horizontal line beginning at the first vertical line; brief title on second line beginning at the second vertical line; first word and proper names only capitalized; the number of copies imprinted after the title.

#### 4. Catalog

A dictionary catalog is an alphabetical card record made up of author, title, subject, and cross reference cards, which forms an index of the contents of the library. The preparation of the catalog is quite technical and should not be attempted by anyone not familiar with the work. The small library can get along with just the shelf list. In the larger library a competent librarian should prepare the various cards. Books listed in 020, Library Economy, may be consulted.

- 5. Mechanical preparation of new books (Directions for the librarian)
  - a. Open a new book carefully, holding the back on a table. Turn a few leaves at a time, working from front and back towards the middle of the book.

b. Paste book pocket in middle of back cover. Write class number and initial in upper left-hand corner (author and title for fiction), accession number in upper right-hand corner.

c. Write on book card, class number and initial in upper left-hand corner, author's surname on top line at left, brief title on second line. Place card in pocket.

d. Paste date slip near top edge on fly leaf opposite pocket.

e. Write class number and initial on back of book with white or black ink (according to color of cover) at a uniform height. Coat with shellac the number only.

#### 6. Arrangement on shelves

Books should be arranged on shelves according to class number and author. The usual method is to begin with lowest class numbers on the top shelf, left end, and arrange in same order as shelf list until shelf is about three-fourths full; continue down that section and then fill top shelf of next section to the right, etc. Fiction should be arranged alphabetically by author. Shelves should be inspected frequently to keep books in exact order. Books should always be replaced on the shelves by the librarian or her assistants.

#### H. Charging System

The charging system shows which books are out in circulation at any time; who has them; and when they are due. Record of each loan is made on the book card which remains in the library while the book is out.

#### 1. Charging

The name of borrower should be written on book card on line "issued to," date due should be stamped in column at left, and on date slip. The book card should be filed in tray behind date due. The classified books should be arranged by class number, and fiction by author.

#### 2. Discharging

When a book is returned, the last date on date slip should be noted, then after withdrawing the book card from the tray under this date. identifying it from information on the pocket, it should be placed in pocket, and the book returned to shelf.

#### 3. Overdue books

Students should be trained to return books promptly. Date guides should be watched closely to see when any book cards remain in tray after book is due. The librarian should make sure that a book charged as overdue is not on the shelf; the borrower whose name appears last on the card should then be notified.

#### 4. Fines

A fine of 5c a day may be charged for overdue books.

#### I. Inventory and Book Account

#### 1. Inventory

Inventory means checking the books on the shelves with the shelf list. An inventory should be taken towards the end of each school year, allowing time enough to trace missing books before vacation time. The librarian should make a note of missing books and keep looking for them. Posting a list of missing books for all to see will help in locating books. After eight months those books still missing should be withdrawn.

#### 2. Withdrawing

After inventory, and whenever books are discarded because of physical condition or other reason, the discarded books must be taken off the records. The word "withdrawn" must be marked on shelf list card and in the "remarks" column of the accession book, and date noted. All books that do not add working strength to the library, such as books that are too soiled and worn for mending or rebinding, out-of-date books, or books unsuitable in any way for the school, should be discarded.

#### J. Mending and Binding

In books needing mending only the simpler processes should be attempted by the librarian and her assistants: such as removing pencil

marks and soil with art gum, tipping in loose pages with paste, mending tears and margins with tissue or onion skin, and putting on new backs.

All other desirable books which are reasonably clean, have no missing pages. and have an inside margin of more than half an inch, needing rebinding, should be sent to a bindery. The cost of rebinding averages 65c a book.

#### Binderies:

Butte Bindery, 120 Pine Street, Butte, Montana V. T. Langville and Company, Spokane, Washington

Hertzberg Bindery, Des Moines, Iowa.
Dieter Bookbinding Company, Denver, Colorado
Mending supplies and all library equipment may be purchased from
Gaylord Brothers, Inc., 44 North Stanislaus Street, Stockton, California, or from any school supply house.

#### PART THREE—THE BOOK LIST

#### General Statement.

The book list contains some 1700 titles. The list is not exhaustive in any field and many very excellent books have not been included, but those included have been checked against twelve library lists and have been further checked by Montana school teachers and librarians. The following lists were used in checking the book list:

Standard Catalog for High School Libraries, edited by Zaidee Brown (including the recent supplement); Books for the High School Library, joint committee of the N. E. A. and A. L. A.; 500 Books for the Senior High School Library, Committee of the A. L. A.; a List of Books for High School Libraries, compiled by a committee of the California School Library Association, Southern Section; and the following state school library lists: Connecticut, Illinois, Minnesota, Missouri, North Carolina, Ohio, Oregon, and Pennsylvania. The 1930 list, Books for Home Reading for High Schools by the National Council of Teachers of English, was also used for checking. Titles considered of greatest importance have been double-starred and those of next importance have been marked with a single star.

It is the intention of the committee that the lists be kept up to date by issuing supplementary lists as may seem advisable.

#### CLASSIFIED LIST OF BOOKS FOR HIGH SCHOOL **LIBRARIES**

Key to symbols:

**Books considered essential for high school libraries

*Books recommended for first additions

Ref.

#### READY REFERENCE BOOKS

Atlases	
Cram. Modern reference atlas of the world. Cram. 1930  *Hammond & Co. Modern atlas of the world. Hammond. 1931  **Rand McNally & Co. Premier atlas of the world. Rand. 1931  Rand McNally & Co. World atlas, International Education. Rand. 1930  A small general historical atlas. From 1450 B. C. to date.  **Literary Digest atlas of the world and gazetteer. Funk. 1931  In ordering atlases specify the latest edition containing the 1930 census figures.	\$30.00 3.00 4.75 10.00
Dictionaries	
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Gruenberg, B. C. Biology and human life. Ginn. 1925  Emphasis on the application of science to human affairs.	1.72
*Hunter, G. W. New civic biology, presented in problems. American. 1926  To show boys and girls in an urban community how they may best live in their environment.	1.68
Huntington, Ellsworth. Human habitat. Van Nostrand. 1927  A clear, yet brief, comprehensive idea of the principal geographic factors that affect human life, interpreted according to the American school of geographers.	3.00
Huntington, E. & Cushing, S. W. Principles of human geography. Wiley. 1924  Geographic influences upon human activities. Useful throughout junior and senior high school.	3.00
Jewett, F. G. The next generation. Ginn. 1914  Problems of heredity and eugenics, well presented for high school students.	1.00
McCabe, Joseph. ABC of evolution. Putnam. 1921 Tells the story of evolution from the beginning of the universe to man, in brief, readable fashion.	1.50
Peabody, J. E. & Hunt, A. E. Biology and human welfare.  Macmillan. 1924	1.68
*Quennell, Marjorie & Quennell, C. H. B. Everyday life in the old stone age. Putnam. 1922  Reconstructs the life, appearance, occupations, beliefs and art of prehistoric man.	2.50
*Quennell, Marjorie & Quennell, C. H. B. Everyday life in the new stone, bronze and early iron ages. Putnam. 1923	2.50
*Schmucker, S. C. Meaning of evolution. Macmillan. 1913  Popular presentation with much attention to Darwin.	.75
Shaler, N. S. Nature and man in America. Scribner  Shows how the physical development of the earth has affected organic life and influenced man physically, socially, and morally.	1.75
Ward, C. H. (ed.) Exploring nature. Holt. 1923	.92
An interesting collection of extracts from scientific books. Some of the authors are Huxley, Darwin, Wallace, Maeterlinck, Beebe, and Fabre.	
BOTANY. BACTERIOLOGY 580	
Andrews, E. F. Practical course in botany. American. 1911  Special reference to agriculture, economics, and sanitation.	1.68
Armstrong, N. N. & Thornber, J. J. Field book of western wild flowers. Putnam. 1915	3.50
Buchanan, Mrs. E. D. & Buchanan, R. E. Bacteriology. Rev. ed. Macmillan  For students in general and household science.	2.60
*Cheyney, E. G. What tree is that? Appleton. 1927 Key to identification of trees.	2.00
Clute, W. N. Our ferns in their haunts. (Nature ser.) Stokes.	3.50
**Conn, H. W. Bacteria, yeasts, and molds in the home. 2d ed.	1.48
A standard work.	1.10

Coulter, J. M. Elementary studies in botany. Appleton. 1918 Beginner's book used in first-year agriculture.	3 1.72
Coulter, J. M. Fundamentals of plant-breeding. Appleton 1914	1. 2.50
Cowles, H. C. & Coulter, J. G. Spring flora, for high schools American. 1915	s. .72
Dixon, Royal. Human side of plants. Stokes. 1914 Plants that walk, that eat insects, that defend themselves, etc.	2.00
Elliott, G. F. S. Romance of plant life. Lippincott. 1907 The strange and curious in the plant world.	3.00
Georgia, A. E. Manual of weeds. Macmillan. 1914	3.00
Hardy, M. E. Geography of plants. Oxford. 1920  A readable account of the distribution of vegetation over the surface of the earth.	2.50
**Keeler, H. L. Our native trees. Scribner. 1900  Aids in identification of each tree by illustrating many differ ent features.	3.00
Keeler, H. L. Our garden flowers. Scribner. 1910  A popular study of their native lands, their life-histories, and their structural affiliations.	3.00
Lovell, J. H. The flower and the bee. Scribner. 1918 Attractive, accurate, non-technical; of special value regarding fruit-blossom fertilization.	2.00
Mathews, F. S. Field book of American trees and shrubs. Put nam. 1915 Concise description of the character and color of trees.	- 3.50
Mathews, F. S. Field book of American wild flowers. Reved. Putnam. 1912	3.50
National Geographic Society. Book of wild flowers. The National geographic society. 1924	4.00
Sargent, F. L. Plants and their uses; and introduction to bot any. Holt. 1913  Plants—food, flavoring, beverage, medicinal, poisonous and industrial.	1.60
*Saunders, C. F. Useful wild plants of the United States and Canada. McBride Of interest to campers and people staying in the country. There is a regional index.	3.50
ZOOLOGY	
Beard, D. C. American boy's book of bugs, butterflies and beetles. Lippincott. 1915  Interesting and useful book for the collector.	d 3.00
Beebe, C. W. Beneath tropic seas; a record of diving among the coral reefs of Haiti. Putnam. 1928	e 3.50
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Habits of chipmunk, woodchuck, hare, skunk, etc., told in inter esting style.	.56
Burroughs, John. Birds and bees. Houghton Also other studies in nature.	
Chapman, F. M. Bird life; a guide to the study of our common birds. Appleton. 1901  Contains a field key to common birds, valuable chapters or structure, usefulness, and migrations, with brief decriptions of each species.	4.00
*Chapman, F. M. What bird is that? Appleton  A pocket museum of the land birds of the eastern United States, arranged according to season.	1.50
Comstock, J. H. & Comstock, Anna. How to know butterflies Comstock  45 colored plates. Written in clear, simple style.	3.50

Fabre, J. H. C. Social life in the insect world; tr. by Bernard	
Miall. Century. 1912  A storehouse of insect romances and instances of curious and	4.00
interesting instincts and habits.	
Ditmars, R. L. Reptile book. Doubleday. 1907  Comprehensive treatise on the structure and habits of the turtles, tortoises, crocodilians, lizards, and snakes.	5.00
Henshaw, J. W. Book of birds; common birds of town and country and American game birds, illustrated in natural colors, by L. A. Fueter. National geographic society. 1927	3.00
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*Hornaday, W. T. American natural history. Scribner. 1914 Contents: Mammals, birds, reptiles, amphibians, and fishes.	5.00
Mills, E. A. Waiting in the wilderness. Doubleday. 1921  Mostly sketches of the joy and reward of "Waiting in the Wilderness"—the opportunities to observe, unsuspected, the ways and plays of the wilderness folk.	2.50
*Nelson, E. W. Wild animals of North America, National geo-	
graphic society  An authoritative and interesting volume. Photographs and color plates.	3.00
*Seton, E. T. Lives of the hunted. Scribner. 1901	2.50
Being a true account of the doings of five quadrupeds and two birds.	2.00
*Seton, E. T. Wild animals I have known. Scribner. 1898	2.50
Thompson, J. A. Haunts of life. Harcourt. 1922	2.50
Modern biology popularized without the loss of scientific accuracy.	2.00
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**Bachman, F. P. Great inventors and their inventions. American. 1918	.80
Bond, A. R. Inventions of the great war. Century. 1919	2.00
Burns, E. E. Story of great inventions. Harper. 1910	1.50
Cressy, Edward. Discoveries and inventions of the twentieth century. 2d ed. Rev. and enl. Dutton. 1922	5.00
*Forman, S. E. Stories of useful inventions. Century. 1914  The match, the stove, the lamp, the clock, etc.	1.50
Holland, R. S. Historic inventions. Jacobs. 1911  Treats of printing press, telescope, steam engine, etc.	2.00
Kaempffert, W. B. Popular history of American inventions. 2 vol. Scribner	10.00
**Parkman, M. R. Conquests of invention. Century. 1921 Well-written sketches of life and work of twenty great in-	2.00
Talbot, F. A. All about inventions and discoveries. Funk.	0.05
Van Loon, H. W. Man, the miracle maker. Liveright. 1928	2.25 3.50
How man has extended and supplemented his skill for his protection and advancement.	
PHYSIOLOGY. HYGIENE	
512	
Aikens, C. A. Home nurse's handbook of practical nursing. 3d ed. rev. Saunders. 1922	2.00
American Child Health Association, 370 Seventh Ave., New York List of publications: For high school pupils four pamphlets are listed: Happy's Vanity Case (5c), a beauty and health leaflet for girls; Wisdom of Professor Happy (10c), health epigrams; My health book (10c), for girls; and Parody sport book (25c).	
Baird, J. K. Girl beautiful. Penn. 1917	1.25

Bancroft, G. H. Posture of school children. Macmillan. 1913	1.25
Blount, R. E. Health, public and personal. Allyn. 1923	1.20
Bolton, Florence. Exercises for women. Funk. 1914  Chapters concerning the bodily mechanism, clothes and exercise, directions for mat exercises without a teacher.	1.25
*Broadhurst, Jean. Home and community hygiene. Lippincott. 1918	2.50
Approaches the subject from standpoint of the home maker.	
Camp, W. C. Handbook on health and how to keep it. Appleton. 1920	1.25
Authoritative setting-up exercises, considering internal organs rather than muscles; for men and boys with some counsel for women.	
Conn, H. W. & Budington, R. A. Advanced physiology and hygiene. Rev. ed. Silver. 1919	1.65
Dakin, Florence. Simplified nursing. Lippincott. 1925  Detailed instructions for the home nurse that are easy to follow and technically correct.	3.00
*Eliason, E. L. First aid in emergencies. 3d ed. enl. Lippin- cott. 1920	1.75
Clear, concise, and fully illustrated manual for first aid work.	
Fisher, Irving & Fisk, E. L. How to live. 16th ed. Funk. 1922	1.50
Rules for healthful living based on modern science.	1 7 7 7
Simple, practical suggestions for busy people about sleep, exercise, food, stimulants.	1.75
Hill, A. V. Living machinery; eight lectures delivered at the Lowell Institute. Harcourt. 1927	3.00
*Hutchinson, Woods. Handbook of health. Rev. ed. Houghton. 1920	1.12
Presents the elements of personal hygiene and gives enough description to make the discussion clear. Many illustrations.	
Kellerman, Annette. Physical beauty, how to keep it. Doran.  1918  Wholesome advice to girls and women.	2.50
Lippitt, L. C. Personal hygiene and home nursing; a practical text for girls and women for home and school use. World bk. co. 1918	1.40
Lynch, Charles. American Red Cross textbook on first aid. 3d ed. Blakiston. 1925	1.00
*Moore, H. H. Keeping in condition; a handbook on training for older boys. Rev. ed. Macmillan. 1919	1.20
O'Shea, M. V. Tobacco and mental efficiency. Macmillan.	2.50
*Pyle, W. L. Manual for personal hygiene. 7th ed. Saunders. 1917	3.00
Ritchie, J. W. Primer of sanitation. 3d ed. Rev. World bk.	4.00
Rucker, Augusta. Ten talks to girls on health. Woman's press.	1.00
Sadler, W. S. Science of living; or, The art of keeping well.  New ed. McClurg. 1924	2.50
Stiles, P. G. Human physiology. New ed. Saunders. 1919	2.25
Tolman, W. H. & Guthrie, A. W. Hygiene for the worker; ed. by C. W. Crampton. American. 1912	.72

U. S. War Department. Manual of physical training for use in the United States Army. Government printing office.  Directions with illustrations for setting-up exercises, marching, climbing, jumping, apparatus work, swimming, boxing, wrest-	Fre
Williams, J. F. Healthful living. Rev. ed. Macmillan. 1927  Based on the essentials of physiology for high school students.	1.80
*Winslow, C. E. A. & Williamson, P. B. Laws of health and how to teach them. Merrill. 1926	1.60
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Binger, W. D. What engineers do; an outline of construction.	
Norton. 1928  The story of civil engineering and of construction.	2.75
Bishop, Farnham. Story of the submarine. Century. 1916  Popular account of its development. A trip in a modern submarine. Its use in the war.	1.75
Bond, A. R. American boys' engineering book. Lippincott.	2.50
Contents: Fitting up the workshop. Machine tools for the workshop. Surveying. Navigation. Water power, Building construction.	
Brown, C. L. M. Conquest of the air; an historical survey. (World's manuals.) Oxford. 1927	1.00
Burns, E. E. Radio; a study of first principles for schools, evening classes and home study. Van Nostrand. 1928	2.00
Croft, T. W. Practical electricity. McGraw. 1920	3.00
Decker, W. F. Story of the engine from lever to liberty motor. Scribner. 1920	2.50
*Dyke, A. L. Automobile and gasoline engine encyclopedia. Rev. ed. Goodheart. 1922	6.00
Fraser, C. C. Heroes of the air. Rev. ed. Crowell. 1927	2.00
*Hawks, Ellison. Boys' book of remarkable machinery; with ill. in color and black and white. Dodd. 1928	2.50
Hawks, Ellison. Engineering for boys. Nelson. 1919  Includes chapters on ancient engineering, the steam engine, turbines, railways, light-houses, tunnels, and bridges.	2.50
*Hogan, J. V. L. Outline of radio. New rev. ed. Little. 1925 Reviews the history of radio, and describes clearly the scientific principles by which it is controlled.	2.00
Kranish, F. N. G. Farm equipment for mechanical power.	
Macmillan. 1923	2.75
Kuns, R. F. Automotive essentials. Bruce. 1928	1.92
Le Page, W. L. The ABC of flight. Wiley. 1928  A good elementary treatise for the layman which explains the theory of the flight of an airplane.	1.50
Moreton, D. P. & Hatch, D. S. Electrical equipment of the motor car. U. P. C. 1924	3.50
*Moyer, J. A. & Wostrel, J. F. Practical radio construction and repairing. McGraw. 1930	2.00
Page, V. W. Modern gasoline automobile; its design, construc-	2.22
tion, maintenance, and repair. Rev. ed. Henley. 1920	2.00
*Page, V. W. Everybody's aviation guide. Henley. 1928	2.00
*Struck, F. T. Construction and repair work on the farm. Houghton, 1923	2.90

**Williams, Archibald. Romance of modern mining. Lippincott. 1905	0.50
Interesting descriptions of the methods of mining for minerals in all parts of the world.	2.50
**Wright, J. C. Automotive repair; instruction manual on repair jobs for the general repairman and the owner. 4 vol. Wiley. 1921	3.50
RURAL ECONOMICS AND FARM MANAGEMENT 630	
*Adams, R. L. Farm management. McGraw. 1921 Includes chapters on land selection, soils, equipment, capital, tenancy, and bookkeeping.	4.00
App, Frank. Farm economics, management and distribution. Lippincott. 1928	3.00
Carver, T. N. Principles of rural economics. School ed. Ginn.	2.00
Clear treatment of agriculture and the rural problem in relation to national economy.	2.00
**Davis, K. C. New agriculture for high schools. Lippincott. 1923	1.80
Smith, R. H. Agricultural mechanics. Lippincott. 1923 Repair of farm equipment clearly set forth.	3.00
U. S. Agricultural Department. Yearbook. Superintendent of doc.	1.25
Can often be obtained free from local representative in Congress.	
Vogt, P. L. Introduction to rural sociology. Rev. ed. Appleton. 1922  Brings together trustworthy facts and figures on health, education, morality and general social structure of the rural com-	2.75
munity.	
PLANT PESTS 632	
Georgia, A. E. Manual of weeds. Macmillan. 1914  Comprehensive descriptive list of the weeds of the U. S. and Canada, with means of control.	3.00
*Washburn, F. L. Injurious insects and useful birds; successful control of farm pests. Lippincott. 1918  Helpful for farmers, householders, and classroom use.	3.00
FIELD CROPS	
633 Bowman, M. L. Corn. Shoemaker Shop, Waterloo, Iowa. 1927	3.00
Davis, K. C. Field-crop enterprises, including soil management. Lippincott. 1928	2.00
Piper, C. V. Forage plants and their culture. Macmillan. 1924	3.80
FRUIT. ORCHARD. FORESTRY	
Bailey, L. H. Nursery manual. Rev. ed. Macmillan. 1920	2.50
Boerker, R. H. R. Our national forests. Macmillan. 1918  An account of the work of the U. S. Forest Service suitable for high schools.	2.50
*Sears, F. C. Productive orcharding; modern methods of growing and marketing fruit. 4th ed. Rev. Lippincott.	0.00
1927 ———— Productive small fruit culture. Lippincott. 1925	3.00
Smith, J. R. Tree crops. Harcourt. 1929  The chief object of this challenging, entertaining book is to stimulate interest primarily in raising puts for cows.	4.00

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Bailey, L. H. Garden lover. Macmillan. 1928  Essays.	1.50
Findlay, Hugh. Garden making and keeping. Doubleday.	T 00
1926 It is a storehouse of treasures and intensely practical.	5.00
French, A. Beginner's garden book. Macmillan. 1914 Paper ed.	1.60 .75
ANIMAL HUSBANDRY	
636	0.00
Coffey, W. C. Productive sheep husbandry. Lippincott. 1918  Discusses history, structure, judging, breeds, feeding, buildings, and care of meat.	3.00
Craig, R. A. Common diseases of farm animals. 4th ed. rev. Lippincott. 1927 Emphasizes sanitary measures.	3.00
*Davis, K. C. Livestock enterprises. Lippincott. 1928	2.00
**Day, G. E. Productive swine husbandry. 4th ed. Lippincott. 1924	3.00
Gay, C. W. Principles and practice of judging livestock. 2d. ed. Macmillan. 1924	2.60
**Harper, M. W. Animal husbandry for schools. New and rev. ed. Macmillan. 1924	2.40
**Henry, W. A. Feeds and feeding; rewritten by F. B. Morrison. 18th ed. Caspar	4.50
Hurd, L. M. Practical poultry-farming. Macmillan. 1928  A practical guide for both large and small poultry keepers. Well illustrated.	3.50
*Plumb, C. S. Types and breeds of farm animals. Rev. ed. Ginn. 1920	3.80
Smith, W. W. Elements of livestock judging. 2d ed. rev. Lippincott. 1930	2.00
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**Eckles, C. H. Dairy cattle and milk production. Rev. ed.  Macmillan. 1923  Accurate, full and specific.	3.25
Farrington, E. H. & Wall, F. W. Testing milk and its products. 23d ed. rev. Mendota bk. co. 1916	2.50
**Ladd, C. E. Dairy farming projects. Macmillan. 1923	1.60
Stocking, W. A. Manual of milk products. Macmillan. 1917  **Washburn, R. M. Productive dairying. 2d ed. rev. Lippincott.  1917	2.75
Wing, H. H. Milk and its products. Rev. and enl. Macmillan.	3.00
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BEE KEEPING	
Pallet F C Productive has beening and I in the state	
Pellet, F. C. Productive bee keeping. 2d. Lippincott. 1918  Modern methods of production and marketing of honey.	2.50
Rowe, H. G. Starting right with bees. Root. 1922  A beginner's book.	1.00

## HOME MANAGEMENT

Abel, M. W. Successful family life on the moderate income. Lippincott. 1927	2.50
Considers wage-earning wives and the adjustment of homes to new conditions.	
Andrews, B. R. Economics of the household. Macmillan. 1925 Discusses administrative and financial background of the modern household.	3.25
**Balderston, L. R. Housewifery. 4th ed. Lippincott. 1928  Authoritative, comprehensive text on equipment and care of the house.	3.00
Lord, I. E. Getting your money's worth; a book of expenditure.  Harcourt. 1922  Practical, full of advice on budget making and accounts.	1.50
Matthews, M. L. House and its care. Little. 1920	1.50
Taber, C. W. Business of the household. 3d ed. Rev. Lip- pincott. 1926	3.00
Comprehensive work on the household budget and saving methods.  U. S. Bureau of Standards. Measurements for the household.  Circular No. 55. 1915  Information as to units, methods and instruments of measurement useful in household activities.	.15
U. S. Bureau of Standards. Materials for the household. Circular No. 70. 1917	.25
U. S. Bureau of Standards. Safety for the household. Circular No. 75. 1918	.15
Aims to show the seriousness of certain risks; to give simple methods of care and caution.	
Van Rensselaer, Martha; Rose, Flora & Cannon, Helen. (Comp.) Manual of home-making. Macmillan. 1919 Very useful, inclusive handbook.	3.25
FOOD. NUTRITION. SERVING 641	
641	1.75
	1.75 2.50
*Allen, L. G. Table service. New rev. ed. Little. 1924 *Bailey, E. H. S. Food products; their source, chemistry and use.	
*Allen, L. G. Table service. New rev. ed. Little. 1924  *Bailey, E. H. S. Food products; their source, chemistry and use. 2d ed. rev. Blakiston. 1921  *Bailey, N. B. Meal planning and table service in the American home. Manual arts press. 1924  For hostesses in non-servant homes.  Farmer, Mrs. F. M. Boston cooking school cookbook. New ed. rev. enl. Little. 1923	2.50
*Allen, L. G. Table service. New rev. ed. Little. 1924  *Bailey, E. H. S. Food products; their source, chemistry and use. 2d ed. rev. Blakiston. 1921  *Bailey, N. B. Meal planning and table service in the American home. Manual arts press. 1924 For hostesses in non-servant homes.  Farmer, Mrs. F. M. Boston cooking school cookbook. New ed. rev. enl. Little. 1923 Includes many new recipes.  Harris, J. W. & Lacey, E. V. Everyday foods. Under the editorial supervision of Alice F. Blood. Houghton. 1927	2.50 1.60
*Allen, L. G. Table service. New rev. ed. Little. 1924  *Bailey, E. H. S. Food products; their source, chemistry and use. 2d ed. rev. Blakiston. 1921  *Bailey, N. B. Meal planning and table service in the American home. Manual arts press. 1924 For hostesses in non-servant homes.  Farmer, Mrs. F. M. Boston cooking school cookbook. New ed. rev. enl. Little. 1923 Includes many new recipes.  Harris, J. W. & Lacey, E. V. Everyday foods. Under the editorial supervision of Alice F. Blood. Houghton. 1927  *Jordan, W. H. Principles of human nutrition. Macmillan. 1912  Chapters on food economics, regulation of diet, relation of diet	2.50 1.60 2.50
*Allen, L. G. Table service. New rev. ed. Little. 1924  *Bailey, E. H. S. Food products; their source, chemistry and use. 2d ed. rev. Blakiston. 1921  *Bailey, N. B. Meal planning and table service in the American home. Manual arts press. 1924 For hostesses in non-servant homes.  Farmer, Mrs. F. M. Boston cooking school cookbook. New ed. rev. enl. Little. 1923 Includes many new recipes.  Harris, J. W. & Lacey, E. V. Everyday foods. Under the editorial supervision of Alice F. Blood. Houghton. 1927  *Jordan, W. H. Principles of human nutrition. Macmillan. 1912  Chapters on food economics, regulation of diet, relation of diet to life and nutrition of the child.	2.50 1.60 2.50 1.56
*Allen, L. G. Table service. New rev. ed. Little. 1924  *Bailey, E. H. S. Food products; their source, chemistry and use. 2d ed. rev. Blakiston. 1921  *Bailey, N. B. Meal planning and table service in the American home. Manual arts press. 1924 For hostesses in non-servant homes.  Farmer, Mrs. F. M. Boston cooking school cookbook. New ed. rev. enl. Little. 1923 Includes many new recipes.  Harris, J. W. & Lacey, E. V. Everyday foods. Under the editorial supervision of Alice F. Blood. Houghton. 1927  *Jordan, W. H. Principles of human nutrition. Macmillan. 1912  Chapters on food economics, regulation of diet, relation of diet	2.50 1.60 2.50 1.56
*Allen, L. G. Table service. New rev. ed. Little. 1924  *Bailey, E. H. S. Food products; their source, chemistry and use. 2d ed. rev. Blakiston. 1921  *Bailey, N. B. Meal planning and table service in the American home. Manual arts press. 1924 For hostesses in non-servant homes.  Farmer, Mrs. F. M. Boston cooking school cookbook. New ed. rev. enl. Little. 1923 Includes many new recipes.  Harris, J. W. & Lacey, E. V. Everyday foods. Under the editorial supervision of Alice F. Blood. Houghton. 1927  *Jordan, W. H. Principles of human nutrition. Macmillan. 1912 Chapters on food economics, regulation of diet, relation of diet to life and nutrition of the child.  Judson, Helena. New Butterick cookbook. Rev. and enl. by Flora Rose. Dodd. 1924	2.50 1.60 2.50 1.56 2.50
*Allen, L. G. Table service. New rev. ed. Little. 1924  *Bailey, E. H. S. Food products; their source, chemistry and use. 2d ed. rev. Blakiston. 1921  *Bailey, N. B. Meal planning and table service in the American home. Manual arts press. 1924 For hostesses in non-servant homes.  Farmer, Mrs. F. M. Boston cooking school cookbook. New ed. rev. enl. Little. 1923 Includes many new recipes.  Harris, J. W. & Lacey, E. V. Everyday foods. Under the editorial supervision of Alice F. Blood. Houghton. 1927  *Jordan, W. H. Principles of human nutrition. Macmillan. 1912 Chapters on food economics, regulation of diet, relation of diet to life and nutrition of the child.  Judson, Helena. New Butterick cookbook. Rev. and enl. by Flora Rose. Dodd. 1924 The best cookbook at present.  McCollum, E. V. & Simmonds, Nina. Food, nutrition and health. The authors, Box 25, East End Station, Baltimore. 1925 What can and what cannot be accomplished through diet de-	2.50 1.60 2.50 1.56 2.50 2.50

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Roberts, L. J. Nutrition work with children. Univ. of Chicago.  1927  Considers causes, effect, prevention, methods of judging malnu-	3.50
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**Rose, M. S. Feeding the family. Rev. ed. Macmillan. 1924  ———— Foundations of nutrition. Macmillan. 1927	2.40 2.75
Sherman, H. C. Chemistry of food and nutrition. 3d ed. enl. Macmillan. 1926	3.25
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*Wellman, M. T. Food planning and preparation. 2d. rev. Lippincott. 1928	1.40
Willard, Florence & Gillett, L. H. Dietetics for high school.  Macmillan. 1920	1.40
HOUSE PLANNING AND EQUIPMENT	
Allen, Edith. Mechanical devices in the home. Manual arts  press Useful little book giving information on cooking, heating,	1.75
lighting and cooling devices, laundry equipment, etc.	
Bevier, Isabel. The house. Am. school of home economics.  1912  Practical ideas on planning, fundamental principles of decora-	1.50
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**Goldstein, H. I. & Goldstein, Vetta. Art in everyday life. Mac- millan. 1925	3.50
**Gray, Greta. House and home. 2d ed. rev. Lippincott. 1927	3.00
*Matthews, M. L. House and its care. Little. 1926 A textbook for high schools, highly recommended.	1.50
Rolfe, Amy. Interior decoration for the small house. Rev. ed.  Macmillan. 1926 School ed.	2.75 $2.00$
TEXTILES AND CLOTHING	
646	
**Baldt, L. I. Clothing for women. Rev. Lippincott. 1929  Exhaustive and well-illustrated manual on designing and dressmaking.	2.50
*Brown, C. M. & Others. Clothing construction. Ginn. 1927 Gives directions for the construction of garments which are ordinarily made at home, and for the repair processes that are most useful in mending clothing and household furnishings.	1.72
*Buttrick, H. A. Principles of clothing selection. Macmillan. 1924	1.25
Cook, R. C. Essentials of sewing. Manual arts press. 1924	1.40
Denny, G. G. Fabrics and how to know them. Lippincott. 1923	1.50
Dooley, W. H. Textiles for commercial, industrial, and domestic art schools. Rev. ed. Heath. 1914  A practical, non-technical work. Appendix contains practical directions for testing goods for their durability, permanence of dye, elasticity, shrinkage, and composition.	1.68
*Dyer, Elizabeth. Textile fabrics. Houghton. 1927  An excellent high school text. Designed to train students to recognize textiles and to teach them how to buy.	1.75

*Winne Helen C. Cooler A M. Cl. 1. 1.11: M. Cl.	
*Kinne, Helen & Cooley, A. M. Shelter and clothing. Macmillan. 1917	1.40
The home; its plan, furnishing, decoration, and sanitation, tex-	T•#/
tile materials, sewing, etc. (Other books in the series: Home and family; Food and health; Clothing and health.)	
*Traphagen, Ethel. Costume design and illustration. Wiley.	
1918	3.50
Use of color, sources of design and good taste in design.	
**Woolman, Mrs. M. S. Clothing; choice, care, cost. 3d ed. rev. Lippincott. 1926	250
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An authoritative textbook useful for reference.	2.00
CARE OF THE SICK. CHILD CARE	
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Dakin, Florence. Simplified nursing. Lippincott. 1925	3.00
*Delano, J. A. American Red Cross textbook on home hygiene	
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Simple household guide in the form of lessons.	1.20
*Holt, L. E. Care and feeding of children. 12th ed. Appleton.	
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Pope, A. E. Textbook of simple nursing procedure for use in	
high schools; together with instructions for first aid in	
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Bond I A & Nickelo E C Einst leaven in bening a / Wheist	
Bexell, J. A. & Nichols, F. G. First lessons in business. (Thrift text ser.) 2d ed. rev. and enl. Lippincott. 1920	1.20
*Buhlig, Rose. Business English. Rev. and enl. Heath. 1922	1.48
Butler, R. S. & Burd, H. A. Commercial correspondence. Ap-	2.10
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*Cahill, M. F. & Ruggeri, A. C. Office practice. Macmillan.	
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Center, S. S. & Herzberg, M. J. Secretarial procedure. Ronald.	
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Charters, W. W. How to sell at retail. Houghton. 1922  In popular style; a discussion of salesmanship difficulties.	3.00
Darling, S. B. You and the law. Appleton. 1922	2.50
How the law affects the average citizen in domestic, business,	2.00
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Gano, D. C. Gano's commercial law; rev. by R. E. Rogers and C. O. Thompson. American. 1929	1.40
Gardner, E. H. Effective business letters. Rev. ed. Ronald.	7.40
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Hall, S. R. Writing an advertisement. School ed. Houghton.	
1915	2.00
Hudders, E. R. Indexing and filing. Ronald. 1918	4.00
Jones & Bertschi. General business science, Part I. Gregg.	
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Kirk, J. G. & Waesche, M. A. Junior training for modern business. Winston. 1929  A textbook which is also useful as an elementary reference book on business and business vocations.	1.40
*Kilduff, E. J. Stenographer's manual. Harper. 1921 Covers everything the average stenographer needs to know about standard forms, rhetoric, spelling, etc.	1.10
Kneeland, Natalie. Cases in retail salesmanship. McGraw. 1924	1.00
**McCord, J. N. Textbook of filing. Appleton. 1920	2.00
McNamara, E. J. Secretarial training. Ronald. 1927  It is in textbook form, but it covers a wide and varied field with common sense and judgment. The use of reference books and of the public library, the arranging of itineraries, construction of graphs, preparation of printed documents and speeches, and ability to manage an office are some of the topics discussed.	2.75
*Manly, J. M. & Powell, J. A. Better business letters. Drake. 1921	1.50
A working manual for the business writer.	
Marcoux, H. L. Business correspondence principles and practice. Van Nostrand. 1929  One of the best books on business letters.	2.50
Marshall, L. C. & Wiess, M. Modern business; the business man in society. Macmillan. 1926 Textbook for economics in high schools.	1.60
Muller, H. M. (Comp.) Installment buying. (Reference shelf.) Wilson. 1928  "Contains briefs, bibliographies, and reprints of articles giving a history, present status, and arguments for and against."	.90
Parker, I. W. Office etiquette for business women. Ronald. 1924 "A book of practical advice, helpful to any girl going into business."	1.25
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Reigner, C. G. New dictation course in business literature. Rev. ed. Rowe. 1927	1.40
Schulze, J. W. Office administration. McGraw. 1919  Thorough discussions of those principles and methods which underlie efficient and economical office management.	3.50
*Scott, W. D. Psychology of advertising. Rev. ed. Small. 1921	3.50
Taintor, S. A. Training for secretarial practice. 2d ed. Mc-Graw. 1926  An excellent textbook.	2.50
& Monro, K. M. Secretary's handbook; a manual of correct usage. Macmillan. 1929  Rules with illustrations of correct English types of letters, business, social, and official, the making of resolutions, the writing of minutes, the framing of petitions and the compiling of reports.	3.50
Warren, Irene. Filing and indexing with business procedure. Rand. 1924	2.00
Whitehead, Harold. Business of selling. American. 1923	1.40

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Famous sculpture. Century. 1916

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*Bryant, Mrs. L. Children's book of celebrated buildings. Century. 1924	2.50
*——— Children's book of celebrated pictures. Century.	
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**Caffin, C. H. How to study pictures. Century. 1905	4.00
DeForest, Julia B. Short history of art. Dodd. 1913  Largely rewritten by C. H. Caffin.	4.50
**Gardner, Helen. Art through the ages. Harcourt. 1926 An introduction to its history and significance.	4.00
**Hamlin, A. D. F. Textbook of the history of architecture.  Longmans	2.50
**Marquand, A. & Frothingham, A. History of sculpture. Long- mans. 1925	2.00
**Reinach, Salomon. Apollo. New ed. rev. Scribner. 1924  An illustrated manual of the history of art throughout the ages.	2.00
**Tallmadge, T. E. Story of architecture in America. Norton. 1927	3.50
Whitcomb, I. P. Young people's story of art. Dodd. 1906	3.50
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*Batchelder, E. Design in theory and practice. Macmillan. 1910	2.50
Brown, F. C. Letters and lettering. Bates. 1921  A varied collection of alphabets of standard forms.	3.00
*Brown, H. H. & Others. Applied drawing. Mentzer. 1916  Problems covering pictorial, decorative, and mechanical drawing.	1.50
Cross, A. K. Freehand drawing. Ginn A manual for teachers and pupils.	1.32
Light and shade; with chapters on charcoal, pencil	1.00
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Davis, W. S. Practical amateur photography. Little. 1923	2.00
*Day, L. F. Alphabets old and new. 3d ed. Scribner. 1911	3.00
**Dow, A. W. Composition. Doubleday. 1913  An art course in composition, line exercises and color work.	5.00
**French, T. E. & Svensen, C. L. Mechanical drawing for high schools. McGraw. 1927  A text with problem layouts.	1.50
French, T. E. Manual of engineering drawing for students and draftsmen. 3d ed. rev. McGraw. 1924	3.00
*Gillum, L. W. Color and design. Gillum. 1931	1.50
**Lemos, P. J. Applied art. Pacific. 1920 Drawing, painting, design and handicraft.	6.00
**Lowndes, W. S. Builder's blueprints. International textbook co. 1922	2.00
Talbot, F. A. Moving pictures and how they work. Doubleday.	5.00
**Sargent, W. Enjoyment and use of color. Scribner. 1923	2.00
**Svensen, C. L. Art of lettering. Van Nostrand. 1924	3.50
**Welo, Samuel. Studio handbook. Drake. 1927	2.40

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Grove, G. Dictionary of music and musicians. Macmillan. 1927 For first purchase if possible.	40.00
Pratt, W. S. New encyclopedia of music and musicians. Macmillan. 1924  For first purchase if Grove is too expensive.	6.00
Bauer, M. & Peyser, E. How music grew from prehistoric times.  Putnam. 1925  Recommended by Damrosch.	4.50
*Chapin, A. A. Masters of music. Dodd. 1923 Their lives and works.	2.00
Browne, C. A. Story of our national ballads. Crowell. 1919 *Falkner, A. S. What we hear in music. Victor. 1920	2.00
A course in music history and appreciation.	1.00
**Gehrkens, K. W. Fundamentals of music. Ditson. 1924 Study course in music understanding.	1.50
Gidding, T. P. Music appreciation in schoolrooms. Ginn. 1926	2.60
Guerber, H. A. Stories of the Wagner operas. Dodd. 1905	1.75
Hamilton, C. G. Music appreciation. Ditson. 1920	2.50
Henderson, J. Orchestra and orchestra music. Scribner. 1916	1.75
Hughes, R. Music lovers' encyclopedia. Doubleday. 1912	3.00
*Krehbiel, H. E. Book of operas. (Star series \$1.00.) Mac- millan. 1919	3.50
The older classics. Their histories, plots and music.	
* Second book of operas. Garden City. 1926	1.00
Pagliacci, Madam Butterfly, Samson et Delila and other classics.	
Rous, S. H. Victrola book of operas. Victor. 1924	1.50
*Tapper, T. & Goetschius, P. Essentials in music history. Scribner. 1924	$\bar{2}.50$
**Upton, G. P. Standard operas, their plots and their music. Rev. and enl. McClurg. 1912	2.75
Woods, G. H. Public school orchestra and bands. Ditson. 1920	2.00
OUTDOOR AMUSEMENTS. SPORTS	
**Bancroft, J. H. Games for the playground, home, school and gymnasium. Macmillan. 1923  Over 400 games of all countries, with music and diagrams.	2.40
*Beard, L. & Beard, A. Things worth doing and how to do them.  Scribner. 1906	3.00
* On the trail; an outdoor book for girls. Scribner.	1.75
**Boy Scouts of America. Boy scout's official handbook. Grosset.	1.00
*Canfield & Others. What shall we do now? Stokes  A book of games and amusements.	
*Corsan, G. H. At home in the water, swimming, diving, life saving, water sports, and natatoriums. Associated press.	1.15
*Cromie, W. S. Group contests. Macmillan. 1920	1.13
*Frost, H. & Wardlaw, C. Basketball and indoor baseball for women. Scribner. 1920	1.75

Macmillan. 1921	3.00
Covers all phases of outdoor life.	
**Ripley, G. S. Games for boys. Holt. 1920	1.75
For the use of leaders of boys or boys themselves.	2.00
Staley, S. C. Games, relays and contests. Barnes. 1924	3.00
* Individual and mass athletics. Barnes. 1925	3.00
**Smith, C. F. Games and recreational methods for clubs. Dodd. 1924	2.00
*White, W. D. Book of winter sports. Houghton. 1925	2.75
INDOOR AMUSEMENTS 793	
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*Clark, B. H. How to produce amateur plays. Little. 1925	
*Crampton, C. W. The folk dance book. Barnes. 1909	2.40
**Elson, J. & Trilling, B. Social games and group dancing. Lip- pincott. 1919	2.50
**Ferris, H. J. Producing amateur entertainments. Dutton. 1921	2.50
**Geister, Edna. Ice breakers. Rev. ed. Woman's press. 1921	1.35
**Grimble & Wells. Costuming a play. Century. 1925	3.00
**Smith, M. M. Book of play production for little theatre. Appleton. 1926	3.00
**Wise, C. M. Dramatics for school and community. Appleton. 1923	3.00
**Wolcott, T. H. Book of games and parties for all occasions.  Small. 1920	2.50
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LITERATURE	2.50
LITERATURE 800	2.90
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Bell, A. F. G. Contemporary Spanish literature. Knopf. 1925	3.00
Coester, Alfred Lester. Literary history of Spanish America. Macmillan. 1916	3.00
Cuyas, Arturo. Appleton's new Spanish-English and English- Spanish dictionary. Appleton	5.00
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